

Grants Coordinator – City of Apalachicola

Job Description:

The Grants Coordinator role is a full-time, permanent position within the City of Apalachicola. Grant writing and management experience is not required but is highly desired. The Grants Coordinator oversees and manages all grant efforts and associated projects for the City and reports directly to the City Manager, Finance Director, and City Commission. The Grants Coordinator is tasked with planning and implementing grant programs and projects, writing grant applications, preparing budgets, researching funding opportunities, supervising consultants, procurement of services, monitoring expenditures, identifying support agencies, tracking results, reporting, filing for reimbursement, and analyzing financial data.

The ideal candidate for this role should have superior organizational skills, great leadership qualities, be self-motivated, and have exceptional budgeting and monitoring skills. The Grants Coordinator should re-enforce relationships with donors, ensure that grant programs operate efficiently, streamline grant administration, and keep our organization fiscally sound.

Some job duties can include:

- Determining funding needs.
- Researching funding opportunities.
- Reporting to the City Commission.
- Coordinating and engaging with grant writers and consultants.
- Identifying support agencies.
- Optimizing the grant administration process.
- Managing timelines and deliverables.
- Preparing and monitoring budgets.
- Tracking grant applications.
- Filing for reimbursement.

Education Level:

- Bachelor's or Graduate Degree in Education, Business/Administration, Business, Accounting, Finance, Administration, Faculty, Public Administration, Communication, or other related fields.

Pay:

- This position has a starting annual salary of \$45,000. As an employee of the City of Apalachicola, you would receive two weeks paid vacation per year, pro-rated for you the first year if applicable. You would also receive two weeks paid sick leave.
- In addition to your salary, you would also receive full benefits, a pension plan, and a \$50,000 life insurance policy.